

How to become a Resident at Hopson Flats!

Step 1 - The Application Process

1.) Please fill out the application completely, including all co-signer information. If you know who you'd like to live with, be sure to include their names on your application. Also, if you were referred by a current tenant, be sure to include their name as well.

Make sure your application is signed!!

The application asks you to rank your apartment size/style preference from 1-5 (1 - being your first choice). Please be aware: approved applicants will be placed in apartments in the order in which the applications were received, on a first come – first serve basis. While every effort will be made to meet your higher preferences, no guarantee can be made as to which apartment size you will be placed in as there is a limited availability of certain apartment sizes. As we get closer to the move-in date, fewer options are available.

2.) Next, fill out the Roommate Profile sheet that is attached to your application. We will use this as a tool in helping find suitable roommates for you! Roommate placement is based off multiple variables including: gender, apartment size preference, and finally, the profiles that are completed by the applicants, are taken into consideration.

3.) Send in your completed application, Roommate Profile, non-refundable application fee (\$50), and half of the Security Deposit (\$300) to:

Hopson Flats
c/o Grubb & Ellis|Paramount Commerce
300 Ottawa Ave., NW, Suite 400
Grand Rapids, MI 49503

Once received, we will begin processing the application.

*****Please note: it can take up to 2-4 business days for your application to be processed*****

Step 2 - Once you are approved, here is what you can expect next:

A packet with all of the information you will need for move in will be arriving shortly before move in day. This packet will include:

- Welcome Letter
- Lease (All Leases are from August 1, 2008 – July 25, 2009)
- Financial Page – Showing the monies due
- Lead Base Paint Disclosure
- Resident Guide Book
- Receipt and Acknowledgment of Resident Guidebook
- Payment & Contact Release Authorization
- Roommate Bill of Rights
- List of your roommates names and contact information
- Checklist

All documents need to be signed by the Resident, with a few also requiring the co-signer signature. Once these documents are signed, please mail all the information back to us, making sure to **include proof of College/University enrollment**, and the **balance due for your security deposit** (see the financial page for this amount).

Step 3 - Move-in Day

You are now ready for Move-in Day! Please be sure and take note of the check in/move-in times for each floor. Use of the elevators for move-in will be limited to the specific floor times listed below.

Friday, August 1, 2008

9:00 a.m. - 11:00 a.m. 5th floor move in
11:00 a.m. - 1:00 p.m. 4th floor move in
2:00 p.m. - 4:00 p.m. 3rd floor move in
4:00 p.m. - 6:00 p.m. 1st & 2nd floor move in

Saturday, August 2, 2008

9:00 a.m. - 10:30 a.m. 1st & 2nd floor move in
10:30 a.m. - 12:00 p.m. 3rd floor move in
12:00 p.m. - 1:30 p.m. 4th floor move in
1:30 p.m. - 3:00 p.m. 5th floor move in

**IF YOU CANNOT MOVE IN ON THESE DATES AT THE SPECIFIED TIMES,
PLEASE CALL TO SCHEDULE A PRIVATE APPOINTMENT.**

Note: Due to the high volume of move-ins during this period, private appointments must be scheduled at least 48 hours in advance and are conducted Monday – Friday from 8:00 a.m. – 5:00 p.m.

In order to move in, all unpaid monies owed will be due, including first months rent. Upon payment of monies owed and verification that all documents mentioned above have been turned in, you will receive your building key fob and laundry card.

Selecting a Bedroom & Settling Into your Apartment

Upon receipt of your key fob, you may go to your apartment and select a bedroom. Note: bedroom assignment is on a first come, first serve basis. Available bedrooms will have the room key and unit mailbox key in the bedroom door lock for you to take. (A room with out a key in the door handle is assumed to be already spoken for).

A Move-In/Move-Out Condition Form will have already been completed by Hopson Flats building management. This form will be placed in the bedroom you select for you to complete. You will need to fill out the center (Resident) section thoroughly. Please walk through your bedroom, bathroom(s) and common living areas, noting any maintenance issues requiring attention. The form must be turned in to HF management within 7 days and can be mailed in, or dropped off.

Utility Set-up

Please be sure to contact Consumers Energy at 1-800-477-4747 to place the electrical service into your name. Generally one person/roommate from the apartment takes the responsibility to set up service and the monthly bill is split amongst the tenants with in the respective apartment.

As a courtesy, Hopson Flats will continue to provide electric service to your apartment for up to one week after your move-in. If service has not been turned over into one of the tenants/roommates names within one week – service will be terminated.

Now you are a resident of Hopson Flats!

Some things to know during your residency...

Paying Your Rent:

Rent is due on the 1st of each month. We do not send out invoices, so please be sure to mail or drop off your check on time. Checks can be mailed in or dropped off to:

Hopson Flats
c/o Grubb & Ellis|Parmount Commerce
300 Ottawa Ave., NW, Suite 400
Grand Rapids, MI 49503

Note: Please do not slide your rental payment under the Office at Hopson Flats as this office is not staffed on a regular basis and we can not guarantee that we will receive your payment in time.

Contacting Us:

Please feel free to contact us at any time with questions or concerns. We can generally be reached Monday-Friday from 8:00 a.m. – 5 p.m. at 616-242-5916 or via email at rent@hopsonflats.com. Messages will be returned at our first opportunity. If you are calling with a non-emergency maintenance request, please be sure to tell us your name, address, bedroom number, contact information, very specific details of your request, and finally if our maintenance team has permission to enter your apartment to complete the work.

Emergency Maintenance:

If you have a maintenance emergency, please call 616-454-7700. If your emergency is after business hours, the telephone number to the on-call maintenance technician will be recorded on the voice mail for you to contact.

Miscellaneous Items:

Most all of the building policies and “how-to’s” are discussed in your Resident Guide Book. Otherwise, please feel free to contact us.